

# THE PERMIT PROCESS

The following outline is a chronological step by step explanation of the permit process.



**1.** Contact the Principal Planner to schedule a Preliminary Consultation.

- Identify local, state and federal permits that will be required.
- If appropriate, meet with the Development Review Staff to discuss details of the project.
- Assist with the filing of applications.

**2.** Submit Zoning, Wetland and Subdivision applications to the Planning Board, Zoning Board of Appeals and Conservation Commission for determination of completeness prior to submission to the Town Clerk for certification.

- Completed application form.
- Appropriate filing fee.
- Appropriate number of copies of all plans and supporting documentation.

**3.** Attend public hearing or administrative review to present the proposed project.

- Planning Board
- Zoning Board
- Conservation Commission
- Preservation Commission



**4.** A decision is made by the Planning Board, Zoning Board, Conservation Commission and Building on zoning, wetland and subdivision permits.

**5.** If necessary, record permits at the Registry of Deeds after the specified appeal period.

**6.** Apply for all other development related permits, approvals and licenses.

- Department of Public Works
- Health Inspector
- Fire Department
- Board of Selectmen
- State & Federal

**7.** Upon receiving all necessary permits, approvals and licenses, apply to the Building Inspector for a Building Permit.

**8.** Schedule the required inspections during construction.

- Electric
- Gas
- Construction
- Plumbing
- Elevators
- Wetlands

**9.** Upon completion of construction:

- Apply to the Conservation Commission for a Certificate of Compliance for projects involving wetlands.
- Apply to the Planning Board for a Certificate of Completion for subdivision roads and utilities.
- Apply to the Building Inspector for an Occupancy Permit.